

TEAMLEADERS HANDBOOK

# ICF Canoe Marathon World Cup 2016

29 to 31 July 2016







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# WELCOME

We look forward to entertaining all 22 nations that will be competing in the ICF Canoe Marathon World Cup 2016 and you have our word that we will do everything in our power to ensure that all parties involved enjoy a successful event.

Please come to ask for assistance if there are any problems at all. You will see from the enclosed notes exactly where our information centres are located.

We hope to see you very soon in Cavado River.

Yours sincerely,

ICF AND THE 2016 WORLD CUP CANOE MARATHON ORGANIZER  
JOSÉ CARLOS SOUSA





# COURSE



# PROVISIONAL START TIME TABLE OF EVENTS

**Thursday, July 28** 18:00 Teams Reception

**Friday, July 29** 09:30 Team leaders meeting

## Afternoon Short Race heats

RACE 1	16:00 K1	Junior	Men	heat 1	3 laps, 2 portages	First 3 to Final + 4 Overall BT
RACE 2	16:30 K1	Junior	Men	heat 2	3 laps, 2 portages	First 3 to Final + 4 Overall BT
RACE 3	17:00 C1	Senior	Men	heat 1	3 laps, 2 portages	First 3 to Final + 4 Overall BT
RACE 4	17:30 C1	Senior	Men	heat 2	3 laps, 2 portages	First 3 to Final + 4 Overall BT
RACE 5	18:00 K1	Senior	Women	heat 1	3 laps, 2 portages	First 3 to Final + 4 Overall BT
RACE 6	18:30 K1	Senior	Women	heat 2	3 laps, 2 portages	First 3 to Final + 4 Overall BT
RACE 7	19:00 K1	Senior	Men	heat 1	3 laps, 2 portages	First 3 to Final + 4 Overall BT
RACE 8	19:30 K1	Senior	Men	heat 2	3 laps, 2 portages	First 3 to Final + 4 Overall BT

21:00 MUSICAL SHOW AT THE VENUE

**Saturday, July 30** 09:30

## Morning Short Race FINALS

RACE 9	09:30 C1	Junior	Men	FINAL	3 laps, 2 portages	
RACE 10	10:00 K1	Junior	Women	FINAL	3 laps, 2 portages	
	10:20	PRIZE GIVING CEREMONY C1 JUNIOR MEN Short Race				
RACE 11	10:30 K1	Junior	Men	FINAL	3 laps, 2 portages	
	10:50	PRIZE GIVING CEREMONY K1 JUNIOR Women Short Race				
RACE 12	11:00 C1	Senior	Men	FINAL	3 laps, 2 portages	
	11:20	PRIZE GIVING CEREMONY K1 JUNIOR MEN Short Race				
RACE 13	11:30 K1	Senior	Women	FINAL	3 laps, 2 portages	
	11:50	PRIZE GIVING CEREMONY C1 SENIOR MEN Short Race				
RACE 14	12:00 K1	Senior	Men	FINAL	3 laps, 2 portages	
	12:20	PRIZE GIVING CEREMONY K1 SENIOR WOMEN Short Race				
	12:30	PRIZE GIVING CEREMONY K1 SENIOR MEN Short Race				
RACE 15	12:40 C1	Senior	Women	FINAL	3 laps, 2 portages	
RACE 16	13:10 C1	Junior	Women	FINAL	3 laps, 2 portages	
	13:30	PRIZE GIVING CEREMONY C1 SENIOR WOMEN Short Race				
	13:40	PRIZE GIVING CEREMONY C1 JUNIOR WOMEN Short Race				



# PROVISIONAL START TIME TABLE OF EVENTS

## Afternoon Youth Race + Masters

14:30 Youth Race

17:00 Masters K1 and C1

19:30 Team Leaders Dinner

22:00 MUSICAL SHOW AT THE VENUE

## Sunday, July 31

### Morning LONG DISTANCE

RACE 17	09:15	K1	Junior	Men	6 laps, 5 portages
RACE 18	09:18	K1	Junior	Women	5 laps, 4 portages
RACE 19	09:25	C1	Junior	Men	5 laps, 4 portages
RACE 20	11:05	C1	Junior	Women	4 laps, 3 portages
RACE 21	11:05	C1	Senior	Women	5 laps, 4 portages
RACE 22	11:15	K1	Senior	Women	7 laps, 6 portages
RACE 23	11:20	C1	Senior	Men	7 laps, 6 portages

14:00 PRIZE GIVING CEREMONY  
K1 Junior Men  
K1 Junior Women  
C1 Junior Men  
C1 Junior Women  
C1 Senior Women

### Afternoon LONG DISTANCE

RACE 24	14:30 k1	Senior	Men	8 laps, 7 portages	
	16:30	PRIZE GIVING CEREMONY K1 Senior Women C1 Senior Men K1 Senior Men			
	17:00	Closing Ceremony			



# ICF AND NATIONAL OFFICIALS

CHIEF OFFICIAL	JORN CRONBERG,	ICF
SAFETY OFFICER/STARTER	RUUD HEIJSELAAR	ICF
CHIEF COURSE UMPIRE	BIRGER VIK	NOR
CHIEF PORTAGE UMPIRE	HAN FAAS	NED
COMPETITION MANAGER	MARCOS OLIVEIRA	POR
CHIEF FINISH LINE	JOSE SOUSA	ICF
SPORT PRESENTATION /LIVE STREAMING ASSISTANT	STEFAN GUSTAFSSON	ICF
COMMENTATOR (PORTUGUESE)	BRIAN CHAPMAN	GBR
COMMENTATOR (ENGLISH)	CARLA PEREIRA	POR
	JIM ROSSITER	GBR
CHIEF RAFT MARSHALL	SARAH SWALLOW	GBR
RAFT MARSHALL/SCRUTINEER	JOACHIM SANTOS	POR
	JOSÉ OLIVEIRA (NTO)	POR
	AMÉRICO MAGALHÃES(NTO)	POR
	HELPERS 4 X	
COURSE UMPIRES	UWE STEINHÄUSER	GER
	ANTONIO PENICHE	POR
	ANTONIO RODRIGUES	POR
	ALI PENDLE	GBR
	BEGOÑA RODRIGUEZ	ESP
	MARIA CÉU FERNANDES(NTO)	POR
	VILMA CARRIZO (NTO)	POR
	LUIS FERREIRA (NTO)	POR
	MARIA ADÉLIA BARBOSA (NTO)	POR
	ANA ALVES (NTO)	POR
	CARLOS ALVES (NTO)	POR
	ABRAÃO VIEIRA (NTO)	POR
	MARTA FERNANDES (NTO)	POR



## PARTICIPATING NATIONS

ARGENTINA

BELGIUM

COLOMBIA

CROATIA

CZECH REPUBLIC

DENMARK

FINLAND

FRANCE

GERMANY

GREAT BRITAN

HUNGARY

IRELAND

ITALY

MAROCCO

NETHERLANDS

PORTUGAL

RUSSIA

SERBIA

SINGAPORE

SOUTH AFRICA

SPAIN

SWEDEN

Provisional start list attached to this document and also available at [canoemarathonportugal.com](http://canoemarathonportugal.com):

-In PDF format in Documents tab

-In the online results system in Timetable/results tab





# VENUE PLAN



- 1-Bus Stop
- 2-Teams/HOC Parking
- 3-Team area
- 4-Teams tents
- 5-Teams Boats
- 6-Showers/WC
- 7-Free weight
- 8-Water access
- 9-Pontoon
- 10-Accreditation
- 11-ICF Room
- 12-Team Leaders Meeting
- 13-Press room
- 14-club showers/WC
- 15-VIP Zone
- 16-TV
- 17-CAM
- 18-Technical area
- 19-wip zone
- 20-medals ceremony office
- 21-camping/youth event teams zone
- 22-Portage
- 23-Podium
- 24-official weight
- 25-public stands
- 26-info point
- 27-flash interview
- 28-boats manufactures zone

# NOTES THAT WE HOPE YOU WILL FIND WILL ASSIST ALL YOUR ARRANGEMENTS THROUGHOUT THE COURSE OF THE EVENT

## ▶ OPEN AND CLOSING CEREMONY

Opening ceremony will be held in the venue, with a parade of all teams from village centre(+500m). Teams will have a special bus from the venue to the start of the parade.

We ask all teams to be at the venue with the official training suits to participate in the parade.

This event is very important for the local organizers and for the village of Prado and city of Vila Verde, so we ask for your presence.

Special bus will take you back to hotel, after the ceremony, from the venue.

It will be a short parade followed by some speeches and a local show.

Please be in the venue ready to start at 17:30.

Closing ceremony will be at the venue, following the last prize giving ceremony on Sunday afternoon.

it will be a short ceremony with some speeches.

We ask for your presence as a contribute to all effort made from the organizers.

## ▶ TEAM LEADERS MEETING

LEADERS MEETING will be July 29th at 09:30 at "Meeting Room" in Clubhouse

Only the Team Manager and Senior coach for each Nation will be eligible to attend the team leaders meeting.

### AGENDA TEAM LEADERS MEETING

1. Welcome by Jorn Cronberg, Chairman ICF Canoe Marathon Committee
2. Roll Call of the nations
3. Introduction of main officials for the World Cup
4. Confirmation of event time table
5. Course details
6. Confirmation of entries
7. Other matters

Ruud Heijseelaar  
Jorn Cronberg  
Ruud Heijseelaar  
Birger Vik  
Ruud Heijseelaar  
Jorn Cronberg

Only the Team Manager and Senior coach (need accreditation card) for each Nation will be eligible to attend the team leaders meeting. All changes at the Teamleaders meeting has to be given to the Chief Official and fill in at the official Crew Changing forms.

The final start list will be published at 13.00. You will receive this from the information desk after at 13.00 h.

Numbers will issue at the same time and will handed over to you by deposit of € 5 a number.





## ▶ ACCREDITATION

Accreditation for the World Cup will be included within the package for each team for all their team members and officials, if there are any discrepancies or items missing would you please refer to the accreditation desk which will be situated at clubhouse, 1st floor, first door in the left.

The desk will be open for long periods in both the morning and afternoon from July 27 to Sunday July 31st. from 09.00 – 12.00 and 14.00 a 19.00.

Whilst it is the organizer's objective to keep restrictions down to a minimum it is inevitable that there must be some area, which will require restricted access.

The Boat shed areas will be open to those with a value accreditation card. All other vehicles without passes will have to use the main car park.

Inside accreditation you will also find 2 offices, one for issues with transportation and other for Accommodation and finance department. They will have the same shedule.

## ▶ DISSEMINATION OF INFORMATION

There will be an information office, at the venue, outside, near the bar area.

Notices, signposting the various area will be prominently displayed.

It's also the place to collect your boat numbers.

Team notices, brief report team leaders meeting, changes to the programme and any information that is necessary to give to team managers will be available from a series of letter places, which will be situated close to the main office centre.

## ▶ BOAT MEASURING

Boat measuring will be carried out for the first 4 arrival boats after each race. It is possible to measure boats before the race, see the correct place on the map. Weighting of boats will be possible in kayak village from July 27th.

## ▶ BOAT NUMBERING

The boats will be numbered with vertical plastic numbers provided by the organizers and these will be fixed on to the back of the boat (K-boats) by the means of a plastic slot, which must be screwed, to the deck of the boat.

Team Managers will ensure that all boats are equipped with suitable number slots.

The boat numbers for the heats of the short distances and long distance races will be distributed after the team leaders meeting (same time as the minutes of the meeting). The boat numbers for the finals short distances will distributed Saturday morning at 8 am.

Boat repairs or assistance with boat problems will be provided by the officials and they should consult the main repair official who will be available in the boats shed area.

The organization provide each nation with 2 nation stickers for each boat in the race which you have to stick on your boat, if possible both at the front- side of the boat. This will be given in the team leaders bag, at the accreditation.

Boat numbers will be delivered with a deposit request of 5€ per piece.



Registration

## ▶ ATHLETES' UNIFORM

We wish to emphasise the requirements for athletes' uniforms in competitions, and we wish to make it clear that paddlers will not be allowed to the start unless the requirements are followed in this respect for the World Cup in Vila Verde.

It is compulsory for ALL paddlers racing in ICF events to wear their national costume so the spectators and media can understand their position in the race.

The requirement is limited to the paddlers' top.

All members of the team MUST wear the SAME design of top with the same colour and country identification (logo or country name/abbreviation).

The design of the national top must be sent by the national federations entering for the World Cup to the event organisers together with the nominal entries.

The design information must be in the form of a drawing or photo with colours clearly showing the exact design.

## ▶ START PROCEDURE

All classes start positions have been completed by random draw and you will find the draw positions on the website from July 25 and upon arrival at the Regatta office. Also at the notice boards at several places.

The draw positions are numbered from the left facing in the direction of the course.

Boats will line up in a numerical order and there will be one official to hold each competitors boat.

Launching on to the water will only be from the indicated rafts and this will be a controlled area, the officials will check each person's boat on to the water. The boat must be on the boat in an undamaged state.

Paddlers will only be allowed onto the water with their correct boat and also be correctly attired in their National or club racing dress.

For all races is warming up area behind the automatic start system (or pontoon).

The starter will call the paddlers to the start line.

Please ensure that paddlers approach their starting point as quickly as possible in order that the starts may commence on time.

**ALL BOATS RACING HAVE TO BE ON THE WATER WELL BEFORE THEIR START TIME THE STARTER WILL NOT WAIT FOR LATE PADDLERS.**

The starter commands will be clearly heard by all the competitors through loud speakers placed at several points along the starting pontoon.

All his commands will be in English and the start command will be **READY - GO**

Please note rule 29 and the possibility of time penalties.

The timing and race results will be dealt with at the finish tower and access to this area will only be available to the Competition Committee, main event officials.

Video and photo finish equipment is installed and will be used where applicable.

The finish line is between two red buoys. The exact line will be one meter before the buoys line

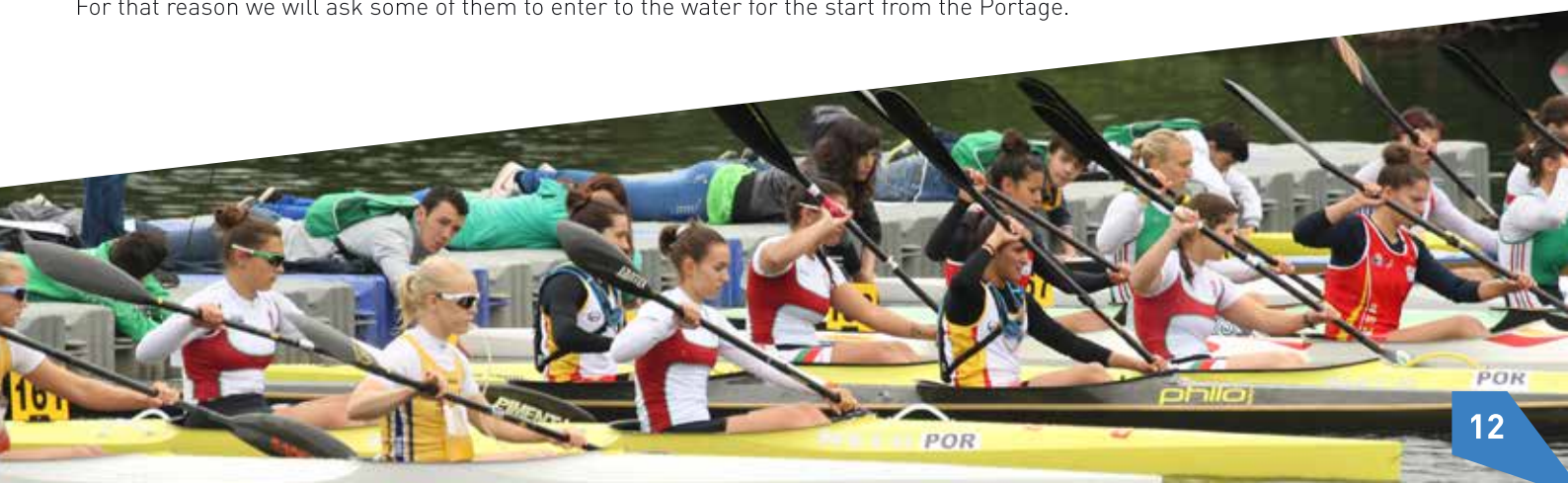
An audible siren will identify the finish of each paddler.

After the finish the competitors have to disembark at the start pontoon.

**PLEASE NOT RULE 26 WHERE IT IS NOT PERMITTED FOR ONE CLASS TO WASHRIDE BOATS FROM ANOTHER CLASS. THE NORMAL PENALTY FOR THIS RULE INFRINGEMENT WOULD BE A PENALTY OR DISQUALIFICATION**

NOTE: For the K1 senior men, K1 Women Senior and C1 men Senior, the HOC will make a special presentation of the top athletes present in this world Cup.

For that reason we will ask some of them to enter to the water for the start from the Portage.





## COURSE DETAILS

THERE WILL BE A BIG MAP AT THE NOTICE BOARDS AT SEVERAL PLACES

Map of the course will also be found at the website. Disembarkation and embarkation is on pontoon.

The running distance of the portage is on grass and is about 150 metres, feeding area appr. 35 metres

It is very important to know that there is NO PORTAGE AFTER THE FIRST LAP

## FINISH AREA

Paddlers should clear the finish area as soon as possible and must not under any circumstances cross the finish line twice. All disembarkation must be at the point indicated on the map of the course area. They have to look on their left side if somebody is still on water.

Also be advised that finishing paddlers must be aware not to cross the portage entrance while other boats are still using that path.

## PORTAGE RESTRICTIONS

**After the first lap is no portage.**

Due to the high number of paddlers, the marshals who will be in control of the portage area will be strict and if you do not give drinks or food if you are not allowed to be in feeding area at all.

Only a maximum of two officials per team, as previously indicated will be allowed to feed paddlers and these must be in possession of accreditation card and be dressed in their official team tracksuit or vest. Jackets with national abbreviations will be issued together with boat numbers on a first day.

Only one helper a boat is permitted.

Marshals will be instructed to ask other team officials to stay behind the barriers.

None of the helpers are allowed to enter the non-feeding area.

With competitors running at high speed, with canoes on their shoulders, with restricted vision it is important for safety that the marshal's instructions are obeyed.

Helpers should not stop suddenly after helping their paddler as there may well be another boat coming behind them and the paddler of this second boat may not see you. Go to the end of the feeding lane and return to the beginning by the third lane provided.

For the short distance, the first portage is after one lap (after 1250 meters). No feeding at the short distance.

## MEDICAL ATTENTION

There will be an ambulance stationed at the racing area and because of the radio link with all sections of the course medical assistance can be readily summoned at short notice.

## MEAL TIMES (FOR PADDLERS WHO HAS TICKETS OR BOOKED)

Breakfast and/ dinner will be at the accommodations.

Lunch: For all pre-booked competitors it will be at the venue, from 11.00 to 15.00 h.

Meals and refreshments for the rest of competitors and spectators will be provided by existing snack bar in the venue area.



## TRANSPORTSCHEDULE

Transport schedules are posted in the accommodations and are given to the teams that this applies for them.

Provisional shedules

	28-Jul	29-Jul	30-Jul	31-Jul
Hotel AXIS > Prado		8:00	7:30	7:00
		9:00	8:30	8:00
		11:00	9:30	9:00
		14:00	11:00	10:00
		16:00	14:30	11:30
		17:00	16:00	14:30
			17:00	14:30
			18:00	15:30
Prado > Hotel AXIS		8:30		7:30
		9:30	8:00	8:30
	10:00	10:30	9:00	9:30
	14:00	13:30	10:00	11:00
	19:00	15:30	14:00	13:30
		16:30	15:00	15:00
		17:30	18:00	18:00
		20:30		
	28-Jul	29-Jul	30-Jul	31-Jul
Hotel Mélia > Prado		8:00	7:30	7:00
		9:00	8:30	8:00
		11:00	9:30	9:00
		14:00	11:00	10:00
		16:00	14:30	11:30
		17:00	16:00	14:30
			17:00	14:30
			18:00	15:30
Prado > Hotel Mélia		8:30		7:30
		9:30	8:00	8:30
	10:00	10:30	9:00	9:30
	14:00	13:30	10:00	11:00
	19:00	15:30	14:00	13:30
		16:30	15:00	15:00
		17:30	18:00	18:00
		20:30		





## ▶ BOAT STORAGE

Boats will be able to be stored at the Event venue on racking that can be allocated and there will be 24 hour surveillance to ensure security.

## ▶ MEDAL CEREMONY

For the scheme medal ceremony see time schedule above and the presentation will be done in front of the portage. Inside in the central part of the portage area.

The procedure will be as follows:

All competitors who are to receive medals should assemble at the left hand side of the award area noting the order of the awards will be as follows -

Behind them will be three ladies with the medals on cushions then the team leader of the winning national country and the head of delegation.

The event will be announced and the athletes and officials will march on to the prize giving area.

The medals will be presented by ICF authorities accompanied by the head of the delegation of the gold medal winners.

PLEASE ENSURE THAT ALL PADDLERS RECEIVING MEDALS HAVE FULL NATIONAL TRACK SUITS, NO HATS AND NO SUNGLASSES.

## ▶ PRESS FACILITIES

The press area allocated in the clubhouse 1st floor.

## ▶ TRAINING FACILITIES

The Event venue will be available for all competitors for training in the days (see above schedule) before the event and there will be free access to the river.

## ▶ SAFETY

There will be motorboats with safety umpires covering all the parts of the course and these will be in radio link with the organisers in case of any problems.

## ▶ LOCAL INFORMATION

Details of local information and entertainment will be available from the information desk in the main administrative area.

## ▶ LATEST INFORMATION

You can find the latest news (also startlists) on website [www.canoemarathonportugal.com](http://www.canoemarathonportugal.com) and also in the official facebook page at <https://www.facebook.com/canoemarathonportugal/>

Please advise the event officials if you require any boat storage racking and spaces will be allocated to you

## ▶ STREAMING

HOC will provide tv broadcast of the complete event with English and Portuguese Commentary. This broadcast will be streamed at planetcanoe ICF youtube channel.



ABC<sub>D</sub>



## RULES

### PENALTIES

- Penalties that are incurred during the race will be imposed at the portage in the penalty box
- A yellow flag will be displayed in the beginning of the portage area when a penalty has been imposed

There will be a notice board at the beginning of the portage indicating which boat number has been given a penalty and the length of the penalty. It is the paddlers responsibility to check the penalty board.

The penalised competitor will be required to stop in the penalty box for the designated period at that portage.

The penalty box will be at the end of the portage on the right hand side.

### DRINKBAGS

Not throwing any drink bags only at the portage and not in the water

### 29 DISQUALIFICATIONS AND PENALTIES [GR]

a) Any Competitor who attempts to compete in a race by any other than honorable means, or who breaks the racing regulations, or who disregards the honorable nature of the racing regulations will be penalized or disqualified for the duration of the race concerned.

b) Failing to follow the correct course

Should a competitor have failed to follow the correct course of the race (for example missed a turning buoy) the competitor has broken the racing regulation and will be subject to a penalty.

If the race umpire believes the competitor has gained a small advantage: Time penalty of 15 seconds will be given.

If the competitor has gained a major advantage:

Disqualification will be imposed.

Should a buoy be missed as a result of a collision in group racing during a turn this will be investigated and the boat that caused the collision will be disqualified, see below; Collision or damage. The competitor who missed the buoy due to this will not be penalized.

c) Collision or damage

Any competitor who is considered by a course umpire or race official to have been responsible for a ICF Canoe Marathon Competition Rules 2015 collision, or who damages the canoe or kayak or paddle of another competitor or unnecessarily deviates from their course may be subject to a penalty.

If it is considered that other paddlers have only had some minor disadvantage as a result of the incident the responsible competitor will get a time penalty of 30 seconds.

If it is considered that the incident has given other paddlers a major unfair disadvantage the penalty will be disqualification.







President  
Vice-president / Executive Director  
Technical Organiser  
Competition Manager  
Nautical Club  
Vila Verde City Hall

Vitor Félix  
José Sousa  
Marcos Oliveira  
  
Horácio Lima  
Patricio Araujo

#### STAFF

Logistics  
Transports  
Accommodation  
Protocol  
Accreditation  
Volunteers  
Finance

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29 to 31 July 2016

# ICF Canoe Marathon World Cup \_ 2016

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#### Organização\_



#### Parceiros Oficiais\_

